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**SUGGESTED FORM**

**MEMORANDUM FOR:** All Employees of \_\_\_\_\_

**SUBJECT** : Service in the field of U. S. Intelligence

1. The CIA Career Service Board has requested that it be provided a list of Agency personnel who had as of 1 December 1952 "served in the field of U. S. Intelligence for an aggregate of ten years or more." Agency personnel records, though reflective of service with CIA and certain of its predecessors, do not necessarily reflect qualifying service elsewhere. It is therefore requested that each employee who believes that, in fact, his employment history would so qualify him complete the attached form. Both military and civilian service should be included. Whenever the organization and position title are not obviously in the field of intelligency, a brief description of duties should be given to justify including the period concerned.

2. Please return the completed form to this Office by

1 Att - "Record of Intelligence Service"

\_\_\_\_\_  
Signature

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